

The Housing and Community Development Authority is accepting resumes for a Summer Intern position

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Lauren Perry at [LaPerry@ihcda.in.gov](mailto:LaPerry@ihcda.in.gov) with the title of the position in the e-mail subject line.

Additionally, candidates MUST apply to job ID 601105 via the state's job bank at [www.IN.gov/spd](http://www.IN.gov/spd) . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and applications are being accepted February 10, 2016

Please see next page for job description.

## Job Description

Agency: Indiana Housing and Community Development Authority

Job Title: Summer Intern—Client Self-Sufficiency

Reports To: Director of Community Programs

Effective Date: May 2016

**Summary:** Summer interns are exposed to a variety of agency activities and typically have a focus area in which they are assigned. Interns complete specific projects and tasks within that focus area, as well as assist with general office work such as responding to customer and constituent inquiries, meeting preparations, research, etc.

The Client Self-Sufficiency intern serves as part of the Community Programs team, which administers programs related to energy assistance, weatherization, and homeownership counseling for low income and vulnerable populations.

Specific projects for the Client Self-Sufficiency intern include:

- Incorporate research and models for Economic Mobility Scale and Family Self Sufficiency into Community Action Agencies long term client case management.
- Integrate financial capability services into existing programs, including financial coaching, financial education, free tax preparation, credit and debt management, and matched savings programs.
- Work in conjunction with partners to advance self-sufficiency models.
- Advance workforce/financial capability strategies.

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